

DDA waived

DDA Registry

86-6577-78

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SACT/OTE
516 C of C

EXTENSION

NO.

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	C/STB/OTE	3/17	5m
2.			
3.	AC/SACTD/OTE	17 Mar	2
4.			
5.	C/AD/OTE	17 Mar	TM
6.			
7.	D/OTE	18 Mar	✓
8.			
9.	EXO/DDA 7 D 24		EM
10.			
11.	AO/DCI 7 D 19		✓
12.			
13.	D/OTE 1026 C of C		
14.			
15.			

- for signature

9 to 13: DCI Imprest-
Representation Fund is
for entertainment of non-
CIA officials of Ambassadorial
rank. Waivers by DDCI-
DCI or EXDIR are possible but
few. Discussed instant
luncheon with DDA and
DCI Admin. The DDA does not
want to request a waiver.

21 MAR 1966

STAT

EXO/DDA

DDA REQUEST
86-0577 78

18 MAR 1986

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director DDA (or Head of Independent Office)
(Expenses over \$100.00)
Administrative Officer, DCI

SUBJECT: Request for Approval to Incur Expenses

25X1

1. Approval is requested to incur expenses allowed

2. I believe the expenditure of appropriated funds is authorized
for the costs for (reception, meals, coffee, other
luncheon,) on 26 March 1986 in EDR for
the purpose of discussing the design and implementation of the
Agency's Secretarial Training program with regard to new Secretarial
Initiative.

25X1

3. Designated Officials (Guests) present including their grade,
title, and organizational affiliation will be:

(please see attached sheet)

4. Designated Agency Official (Host) present including their grade,
title, and organizational affiliation will be:

C/Secretarial Training Branch/OTE, GS-13

25X1

5. Other guests present including their grade, title, and
organizational affiliation will be:

Secretarial Training Branch, Instructor, GS-12
" " " , Instructor, GS-9
" " " , Instructor, GS-12
" " " , Instructor, GS-10
" " " , Instructor, GS-10
" " " , Instructor, GS-9

25X1

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$220.00.

25X1

CONCURRENCE:

Director of Training and Education

Deputy Director or Head of Independent Office
(expenses over \$100.00)

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

CONFIDENTIAL

Page Denied